



Department of Defense DIRECTIVE

NUMBER 1400.24

October 20, 1989

ASD(FM&P)

SUBJECT: Civilian Mobility Program

References: (a) DoD Directive 1400.24, subject as above, January 12, 1976 (hereby canceled)
(b) Public Law 99-145, "DoD Authorization Act of 1986," November 8, 1985
(c) Federal Acquisition Regulations (FAR), Part 42.6

1. REISSUANCE AND PURPOSE

This Directive:

- 1.1. Reissues reference (a).
- 1.2. Implements Section 925 of reference (b).
- 1.3. Updates policy, responsibilities, and procedures on the establishment of formal civilian mobility programs within the Department of Defense when such programs will enhance career progressions and improve mission effectiveness.

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Joint Chiefs of Staff (JCS), the Joint Staff, the Unified and Specified Commands, the Inspector General of the Department of Defense (IG, DoD), the Uniformed Services University of the Health Sciences (USUHS), and the Defense Agencies (hereafter referred to collectively as "DoD Components").

3. DEFINITIONS

The terms used in this Directive are defined in enclosure 1.

4. POLICY

4.1. The establishment of civilian mobility programs recognizes that selected relocations will be required for designated intern training, other formal developmental efforts, specified career development enhancement, or planned efforts in support of mission-related needs.

4.2. When necessary to enhance career progression and/or improve mission effectiveness, civilian mobility programs may be established by DoD Components. Such programs, prescribing mandatory mobility of civilian employees as a condition of employment, shall be initiated only when voluntary programs are incapable of supporting essential mobility requirements.

4.3. The use of civilian mobility programs shall only be for enhancing career development and progression and/or achieving mission effectiveness. Mobility assignments shall not be used as a form of disciplinary action.

5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) is responsible for administering the policies in this Directive.

5.2. The Heads of the DoD Components, consistent with policies and procedures prescribed in this Directive, are authorized to establish civilian mobility programs.

5.3. The Heads of the DoD Components, when formal mobility programs have been established, shall ensure that adequate provisions have been made for funding planned relocations of personnel.

5.4. The Heads of the DoD Components, consistent with P. L. 99-145 (reference (b)), shall establish mobility programs for principal (or supervisory) and corporate administrative contracting officers. Unless deferred, all principal (or supervisory) administrative contracting officers (PACOs) and corporate administrative contracting officers (CACOs) shall be subject to reassignment as soon as practicable after the fifth anniversary of their assignments to their current positions.

6. PROCEDURES

6.1. Civilian mobility programs shall not require more than two relocations of the employees in career development programs between initial assignment and completion of their formal training for placement at the target or full performance level in the career field. No other civilian mobility programs shall require relocations of covered employees more frequently than once every 2 years unless deviation is required by contract expiration or otherwise established limitations on the duration of tours of duty for an area. However, temporary duty assignments of short duration; i.e., for formal training or for meeting emergency needs, may be required.

6.2. Positions covered are to be clearly identified by type and level in the program's enabling document. Civilian mobility programs shall generally be confined to administrative, professional, technical, and managerial positions.

6.3. Current employees in newly covered positions shall be subject to programs only after voluntary execution of a mobility program agreement unless there already was a preexisting requirement for mobility when the positions assignment was accepted or unless the position is subject to the requirements of reference (b), or other applicable law.

6.4. On establishment of a formal mobility program, new employees assigned to covered positions shall be clearly informed of the details and operations of the program before assignment and shall be required to execute a mobility agreement as a condition of employment.

6.5. Geographic preferences of covered employees for permanent duty station changes shall be considered, but are not binding on management. To the extent practicable, employees covered by mobility programs shall be assigned to geographic areas of their preference.

6.6. Employees in mobility program positions normally shall be given at least 90 days advance notice of relocation, unless a move is required by contract expiration to meet essential mission requirements or other properly approved exceptions to the established program.

6.7. Formal mobility programs shall describe the administrative actions to be taken if an employee fails to honor a mobility agreement, and shall contain provisions for releasing employees from mobility requirements that, in hardship cases, may

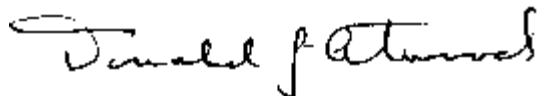
include reassignment to other positions not requiring mobility.

6.8. Formal mobility programs shall not prevent current employees from occupying covered mobility program positions even though these employees have declined to sign a mobility agreement. These employees shall not be excluded from consideration and selection for promotion to vacancies at their present location for which qualified and available.

6.9. Regarding PACOs and CACOs, reassignment is mandatory unless deferred by the Head of the Contracting Activity (HCA), or designee, for valid reasons; e.g., impending retirement, reassignment, or resignation; extreme personal, family, or financial hardship; a documented medical condition that would be aggravated by the proposed reassignment; or a determination that the deferral is in the best interest of the Government. Any deferral shall be for a specified period of time and reviewed periodically to ensure that the reason(s) for deferral remains valid.

7. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.



Donald J. Atwood
Deputy Secretary of Defense

Enclosures - 1

E1. Definitions

E1. ENCLOSURE 1

DEFINITIONS

E1.1.1. Civilian Mobility Agreement. An agreement signed by an employee as a condition of employment that the employee, at the discretion of management, is subject to change of permanent duty station under the terms of an established civilian mobility program.

E1.1.2. Civilian Mobility Program. A formal program that provides for planned change of permanent duty station of civilian personnel within the same or another DoD Component without reduction in grade or compensation and that may involve relocation.

E1.1.3. Corporate Administrative Contracting Officer (CACO). The DoD civilian or military-warranted contracting officer assigned cognizance of a corporation in accordance with FAR 42.6 (reference (c)).

E1.1.4. Principal (or Supervisory) Administrative Contracting Officer (PACO). The senior DoD civilian or military-warranted administrative contracting officer who deals exclusively, or nearly exclusively, with a single DoD contractor. The term "contractor" may include one or more corporate divisions, subsidiaries, or affiliates under close common control. PACOs are normally, but not necessarily, physically located at the contractor's plant or other similar facility.

E1.1.5. Relocation. A change in permanent duty assignment from one location to another requiring a relocation of the employee's residence.